



**JONATHAN E. FIELDING, M.D., M.P.H.**  
Director and Health Officer

**JONATHAN E. FREEDMAN**  
Chief Deputy Director

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August 9, 2010

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H.  
Director and Health Officer

A handwritten signature in black ink, appearing to read "Jonathan E. Fielding", written over the printed name in the "FROM:" line.

SUBJECT: **NOTIFICATION OF USE OF DELEGATED AUTHORITY TO EXECUTE AN AGREEMENT WITH HLN CONSULTING, LLC, FOR EMERGENCY PREPAREDNESS AND RESPONSE**

This is to inform you that I am exercising the delegated authority as approved by your Board on July 13, 2010, which permits the Department of Public Health (DPH) to select providers, negotiate and execute new service agreements related to public health emergency preparedness and response and to other public health threats and/or emergencies, with contract maximum obligations not to exceed \$500,000 per service agreement, not to exceed a twelve-month term, 100 percent funded by the Centers for Disease Control and Prevention (CDC); subject to review and approval by County Counsel and the Chief Executive Office (CEO), and notification to your Board.

Using this authority, I will execute a sole source agreement with HLN Consulting, LLC (HLN) to provide support to DPH's software system applications developed by HLN. Under this agreement, HLN will provide enhancements and operational and technical support to the following systems: 1) Countermeasure Response and Administration system, 2) Facility Profile system, and 3) Strategic National Stockpile Inventory Management System.

Since HLN developed each of these systems' applications, there are no other contractors with the technical proficiency and familiarity required to help support and maintain these particular software system applications. HLN is best equipped to provide cost-effective enhancements to these system applications. Although DPH personnel are not currently sufficiently familiar with these applications, HLN will be working with DPH to transfer its knowledge base to DPH staff. This will allow DPH to assume responsibilities for tasks and deliverables in subsequent years.

The total contractual obligation for the term upon execution by the parties through and including August 9, 2011 is \$85,164,100 percent offset by CDC Notice of Award 5U90TP917012-10, known as the Budget Period 10 extension, for the term of August 10, 2010 through August 9, 2011.

Each Supervisor  
August 9, 2010  
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County Counsel, the Chief Information Office, and the CEO have approved the proposed Agreement as to form. Attachment A is the Sole Source Checklist which has been approved and signed by the CEO.

If you have any questions or require additional information, please let me know.

JEF:rdt  
#01497

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors